



**International Boundary and Water Commission
United States and Mexico
United States Section**

JOB OPPORTUNITY ANNOUNCEMENT

Position: Environmental Protection Assistant, GG-0029-06

Announcement Number: 05-16

Salary Range: \$30,731 - \$39,951

Issue Date: 3/31/2005

Closing Date: 4/26/2005

Area of Consideration: All United States Citizens (refer to Section 3 below regarding who may apply)

Section 1. POSITION BACKGROUND

Organization: Environmental Management Division

Location: El Paso, Texas

FLSA: Non-exempt

Position Potential: GG-07

Full Time: Yes

Bargaining Unit: Included

Position Duties. The incumbent serves as environmental protection assistant in a developmental position. Performs a variety of technical and administration duties in the assistance of higher level environmental protection personnel. Support duties consist of, but are not limited to, the following: performs water quality support duties; reviews established hydrologic and environmental records; contacts local water authorities to obtain data; participates in identification of pollutants (air, water and noise); participates in developing and updating environmental management inventories; and serves as a member of U.S. Section response team for fish kills, hazardous material spills, oil spills, and/or other environmental emergencies. Performs office duties to include database management services such as inputting and organizing storage of environment management automated files. Assist in compiling and reviewing an annual technical publication. Performs project management support. Performs other duties as assigned.

Working Conditions: Office work is performed in a setting that is adequately lighted, ventilated, and heated. Field work is performed outdoors with occasional exposure to bad weather conditions. May be subject to minor injuries such as bruises, cuts and scrapes. Also, exposed to open stream flows in the performance of water sampling duties. Protective clothing/equipment and diphtheria (DPT), hepatitis B, and other injections are required.

Physical Effort: Office work is primarily sedentary. Field work requires physical exertion such as considerable walking, bending, standing, climbing, and unassisted carrying of items weighing up to 15 lbs. Water sampling duties involve wading into river waters with fluctuating flow intensity, uneven footing, and pollutants. The work requires use of a boat or manually operating a cableway suspended over the water in varying elevations.

Section 2. AGENCY INFORMATION

The USIBWC. The United States Section of the International Boundary and Water Commission United States and Mexico (USIBWC), is an international agency categorized as an independent bilateral organization within the federal government. There are various field offices located along the boundary with the headquarters office in El Paso, Texas. The USIBWC is responsible for providing environmentally-sensitive, timely and fiscally-responsible boundary and water services along the United States and Mexico border region while sustaining an atmosphere of binational cooperation and by being responsive to public concerns. You can obtain detailed information about the USIBWC by visiting our website: <http://www.ibwc.state.gov>.

Section 3. WHO MAY APPLY

Applications will be accepted from all United States citizens. Accommodations will be made for qualified applicants or employees with disabilities, except when doing so would pose an undue hardship on the employing agency. If you need reasonable accommodation for any part of the application and hiring process, notify the Human Resources Office at 1-800-262-8857 ext. 4752 or (915) 832-4752, or by email at lizlopez@ibwc.state.gov. You must meet all legal, and regulatory requirements as of the closing date of this announcement.

Section 4. QUALIFICATION REQUIREMENTS

Evaluation of Qualifications. If you meet basic eligibility requirements, your application will be subject to further evaluation to determine the degree that you possess the necessary knowledge, skills, abilities, and other characteristics needed to perform the duties of the position.

Specialized Experience: - One year of specialized experience equivalent to at least the next lower grade level in the normal line of progression of the occupation. Or,

Education: Graduate education may be credited in those few instances where the graduate education is directly related to the work of the position.

Applicants must submit a copy of their college transcript or a list of college courses that includes hours and grades.

You are **required** to respond to the evaluation factors listed below. On separate sheets of paper, **(A)** fully describe your experience in working with the element; **(B)** describe where and how you obtained your education/training in the element; and **(C)** describe the most complex issues with which you have dealt.

Evaluation Factors:

1. Knowledge of basic environmental management concepts, principles, practices, and methodologies.
2. Basic knowledge of legislative and regulatory requirements impacting on environmental protection, including the National Environmental Policy Act of 1969 (NEPA),

Comprehensive Environmental Recovery Act, Compensation and Liability Act, National Historic Preservation Act, Executive Orders, Council on Environmental Quality guidance and pertinent case law in order to assist staff members.

3. Knowledge of water sampling practices to perform duties. Ability to wade into river waters with fluctuating flow intensity, uneven footing, and pollutants.
4. Skill using database management software.
5. Skill in interpersonal communications to work effectively with staff members and to instruct other personnel on proper water quality sampling techniques.

Section 5. APPLICATION PROCEDURES

General Application Information. It is your responsibility to ensure the accuracy and completeness of your application. An incomplete application or one that is not completed in accordance with instructions found in this JOA will subject you to being found ineligible. It is the practice of the Human Resources Office not to contact an applicant for further information, documentation, or required materials. Do not submit letters of recommendation, training records, position descriptions, copies of awards, etc., unless they relate directly to the job for which applying. An individual concerned in examining an applicant for, or to a position in the agency may not receive or consider a recommendation of the applicant by a Senator or Representative, except as to the character or residence of the applicant. All material that you submit in response to this JOA will become part of the Promotion and Internal Placement Program files and will not be returned; therefore, be sure to make copies of your application material before submission. The USIBWC does not maintain an applicant supply file. The use of government property, the USIBWC internal mail distribution, or government franked envelopes to apply for a federal position is prohibited and subject to fines as prescribed by law.

Obtaining application forms. You may obtain forms needed to apply under this JOA by downloading them from the USIBWC's website at: <http://www.ibwc.state.gov> or by calling the Human Resources Office at 1-800-262-8857 ext. 4117 or 915-832-4117 to have the forms mailed or faxed to you. Due to heightened security measures, you should not request application forms in person at a USIBWC facility.

Submitting application forms. It is highly recommended that you mail your application to the following address:

USIBWC
Human Resources Office
4171 North Mesa, Building C, Suite 100
El Paso, Texas 79902

If mailed, your application must be postmarked by the closing date noted in this JOA. Applications submitted "online" (through the internet) or faxed are not accepted. Due to heightened security measures, the hand-delivery of applications to the USIBWC is discouraged. If hand-delivered, you must do the following: place the application in a sealed envelope; address the envelope to the USIBWC Human Resources Office annotating the date and time on the upper right hand corner; and leave the envelope with the security officer on duty. Neither the security officer nor the USIBWC will assume responsibility for misplaced or misdirected hand-delivered applications. A hand-delivered application must be received by the security officer by the closing date and not later than 3:00 p.m. MT.

Required Forms and Documents. You must submit all of the following forms and documents in order to be found eligible for consideration under this JOA:

1. Standard Form 171, Application for Federal Employment; OR Optional Form 612, Optional Application for Federal Employment; OR any other format such as a resume with the specific information required by Optional Form 510, Applying for a Federal Job;
2. Optional Form 306, Declaration for Federal Employment;
3. IBWC Form 336, Ability to Drive Safely;
4. A copy of your college transcript(s) or a list of college courses that include hours and grades.
5. If you are a Promotion, Reassignment, Reinstatement, or Transfer Eligible, you must submit the following:
 - a. Copy of Standard Form 50, Notice of Personnel Action, which reflects your eligibility (status); and
 - b. Copy of your most recent performance rating/evaluation.
6. If you are a Veteran eligible, you must submit the following:
 - a. Form DD-214, proof of active military service, dates of service, and condition of discharge; and
 - b. If applicable, Standard Form 15, Application for 10-point Veteran Preference with required documentation.
7. If you are a Disability eligible, you must submit the following:
 - a. Certification from the appropriate State Vocational Rehabilitation Agency that you have the ability to perform the position duties, are physically qualified to do the work without risk to yourself or others, and are competent to maintain yourself in a work environment.
 - b. If you are veteran who is qualified for the position, you must have retired from active military service with a disability rating of 30 percent or more, or be rated by the Department of Veterans Affairs within the last year as having a compensable service - connected disability.
8. If you are a Surplus or Displaced Federal Employee, you must submit the following:
 - a. A copy of the agency notice as proof that the requirements of 5 CFR 330.605 for CTAP and 5 CFR 330.704 for ICTAP are met; and
 - b. You must annotate your application to reflect that you are applying as CTAP or ICTAP eligible.

Optional Application Checklist. As you go through the process of completing your application, it is advisable that you use the following checklist to ensure your application is complete:

- ☐ Standard Form 171 or Optional Form 612 or a complete resume;
- ☐ Optional Form 306;
- ☐ Copy of Transcript(s)
- ☐ Response to evaluation factors;
- ☐ IBWC Form 336;
- ☐ Copy of Standard Form 50 (if you are a Promotion, Reassignment, Reinstatement, or Transfer Eligible);
- ☐ Copy of your most recent performance rating/evaluation (if you are a Promotion, Reassignment, Reinstatement, or Transfer Eligible);
- ☐ Form DD-214 (if you are a Veteran Eligible);
- ☐ Standard Form 15 (if you are claiming 10-point Veteran Preference) with required documentation;
- ☐ A copy of the agency notice as proof that the requirements of 5 CFR 330.605 for CTAP and 5 CFR 330.704 for ICTAP are met (if applicable);
- ☐ Certification from the appropriate State Vocational Rehabilitation Agency (if applicable);
- ☐ Documentation provided by the Department of Veterans Affairs stating that you are retired from active duty service with a disability rating of 30 percent or more (if applicable).

Section 6. BASIS FOR RATING

The information you provide in your response to the evaluation factors will be heavily relied upon in the rating process.

For CTAP AND ICTAP, well-qualified means that the applicant meets the qualification standard and eligibility requirements for the position, meets minimum educational and experience requirements, meets all selective factors where applicable, and is able to satisfactorily perform the duties of the position upon entry.

Section 7. GENERAL INFORMATION FOR POTENTIAL CANDIDATES

Position Potential. If you are selected and the position is filled below the full performance level, you may be promoted without further competition until the full performance level is reached. Promotion is neither automatic nor guaranteed. Promotion will be based upon your supervisor's certification of your demonstrated ability to perform the duties of the higher graded position in a fully successful manner, as well as you meeting all other requirements for promotion. If there are

intervening situations affecting the classification of the position between the time of advertisement and the time that promotion(s) may be due, the advertised promotion potential is void.

Appointment: This is an excepted service position. An Interchange agreement between USIBWC and the United States Office Personnel Management permits employees of USIBWC who do not have tenure in the competitive civil service to move between the USIBWC's excepted service positions and other agencies' competitive service positions on a noncompetitive basis.

Conditions of Employment. If you are selected for the position, you must meet all of the following conditions of employment (failure to do so will result in termination of your employment):

1. A pre-employment physical examination (at your expense) is required.
2. Official college transcript(s) must be submitted within 30 days after selection.
3. You must possess a valid state driver's license; have a good driving record; and meet the requirements for the issuance of a federal government operator's license. Driving records will be checked.
4. Salary payments will be made by Electronic Funds Transfer (EFT), known as Direct Deposit.

Relocation Expenses. Relocation expenses will **not** be paid by the U.S. Section.

Equal Opportunity Employer. The USIBWC is an Equal Opportunity Employer. Selection of a candidate shall be based on merit, potential, and job-related criteria and without discrimination because of race, color, religion, national origin, marital status, sex, age, non-disqualifying physical handicap, labor organization affiliation or non-affiliation, personal favoritism, sexual orientation, political affiliation, or any other non-merit factors.

Assistance. You may obtain additional information and assistance by contacting the Human Resources Office at 1-800-262-8857 ext. 4117 or 915-832-4117.

www.ibwc.state.gov
